

ADMINISTRATION OF ADULT EDUCATION PROGRAM 2015–16

1. Adult Education Director _____ Certificate Number _____
2. Areas of Administrative Certification _____
(70, 71, 72, 73, 74, or Advanced Degree in Adult Education are required. No other administrative certification areas are acceptable.)
3. Number of days that the Adult Education Director is contracted to work during the 2015–16 school year. _____
4. Adult Education Director's Status Within the School District **(Check Only One)**.

A. _____ **Full-time Adult Education Director with NO other duties within the school district.**

NO part of the Adult Education Director's time is spent administering or working on any other program or activity. This includes vocational education, alternative education, school-to-work, coaching, etc. Office of Adult Education staff will verify this information.

This individual must be assigned a code of 1.0 as the Adult Education Director on the Professional Certified Staff (PCS) Listing. A position code of 56 or 16 must be assigned on the PCS. No other code is acceptable.

What is the total salary of the full-time Adult Education Director for the 2015–16 school year? _____

B. _____ **Full-time employee of the school district with a portion of the duties being that of Adult Education Director.**

What is the total salary of the full-time employee with a portion of the duties being that of Adult Education Director for the 2015–16 school year? _____

Percentage of time devoted to Adult Education _____

This percentage must match the Professional Certified Staff Listing. A position code of 56 or 16 must be used. Adult Education Staff will verify this information.

What are the other assigned duties? _____

C. _____ **Part-time Adult Education Director with NO other duties within the school district.**

What is the salary to be paid to the part-time Adult Education Director who has no other duties within the school district for the 2015–16 school year? _____

Number of hours per week devoted to adult education duties _____

Number of weeks per year devoted to adult education duties _____

I verify that the information provided above concerning the Adult Education Director's salary is correct. I also certify that the individual listed above will devote the correct percentage of time performing the duties of Adult Education Director and will attend all state-level adult education meetings and training sessions sponsored by the Office of Adult Education.

Superintendent

School District

Date

This report is due to Dr. David B. Stout no later than **Friday, July 24, 2015**. It may be faxed to **803-734-3643**.

Please include a copy of the Adult Education Director's current job description for 2015–16.

If you have questions, please call 803-734-8348.